


## Maryland Judiciary Job Description

	<b>Official Title</b>	Trust Clerk
	<b>Job Code</b>	2454
	<b>Business Title</b>	Trust Clerk
	<b>FLSA Status</b>	Non-Exempt

### POSITION SUMMARY

This position performs specialized clerical and customer service work processing trusts and guardianship cases.

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

- Ensures that all pleadings, reports and orders are entered correctly in case jacket and all administrative actions are updated to reflect current due date status in the court database.
- Prepares all orders signed by the guardianship liaison Judge for docketing and mail distribution, by preparing envelopes, copying, true-testing and mailing.
- Provides support to the Trust Attorney ensuring efficient operation of the Trust Office and the management of guardianship cases.
- Assists the public, attorneys and other agencies by answering questions regarding guardianship cases both in person and by telephone.
- Reviews, approves, and audits accounting and commissions computations.
- Prepares and examines cases for 2-507 notification and closure by issuing notice to interested persons.
- Checks administrative actions of all guardianship cases regarding due dates.
- Monitors and processes tickle reports by pulling green trust files according to the cases.
- Reviews exhibited receipts, bank statements, and other supporting documentation to ensure expenditures are in compliance with the court order.
- Processes signed Show Cause Orders for delinquent and/or problematic cases.
- Reviews and analyzes a wide variety of time sensitive, confidential legal pleadings, court orders, memorandums and correspondence.
- Dockets new cases and documents for delinquent, CINA, TPR and adoption cases.
- Provides information and guidelines to guardians appointed in Guardianship cases.
- Performs related work as required.

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## **MINIMUM QUALIFICATIONS**

### **Education and Experience**

- A high school diploma (or GED equivalent).
- One (1) year of related work experience which must have included accounting and/or fiscal duties.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

### **Knowledge of:**

- Knowledge of court and legal terminology.
- Knowledge of office practices and equipment.
- Knowledge of court practices, procedures and policies.
- Knowledge of MS Word and Excel.
- Knowledge of Judicial policies, procedures and forms.

### **Skill in:**

- Organization and multi-tasking while paying close attention to detail
- Basic math and accounting skills.
- Analytically defining and solving problems.
- Oral and written communication.
- Reading and comprehension.
- Customer service and handling problems tactfully and patiently.
- Moderate mathematical calculations.

### **Ability to:**

- Prioritize and handle multiple projects simultaneously.
- Exercise independent judgment in interpreting procedures, laws, and regulations.
- Use proper grammar, punctuation, and spelling.
- Follow directives and instructions.
- Interpret Maryland Rules of Procedure.
- Handle sensitive or difficult situations requiring discretion and confidentiality.

## **SUPERVISORY RESPONSIBILITIES**

This position does not have formal supervisory responsibilities over other employees. Supervisors are responsible for signing performance reviews.

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## PHYSICAL DEMANDS

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The position involves *light physical demands*, such as exerting up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects.

## WORKING CONDITIONS

*The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

This position works in an office or similar indoor environment.

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*Maryland Judiciary is an Equal Opportunity Employer.*

<b>Date created:</b>	July 2015
<b>Dates revised:</b>	June 2019